

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF OKLAHOMA

Amendments:

- a. Caption Sheet. All amendments to the petition, statements, lists or schedules must have a caption sheet complying substantially with Official Form 1 (One) and the title "AMENDMENT TO (name the petition statement, list, or schedule being amended)." The caption sheet must have original signature(s).
- b. Amendments of Schedules. Amendments of amount of claims must be totaled on the amended schedule and again on an amended summary of debts and assets.
- c. Signature of Debtors. All amendments must be signed and verified by the debtor(s) in the same manner as required for the original.
- d. Additional Filing Fee. Amendments to Schedules, List of Creditors, Matrix, or Mailing Lists. The clerk must collect \$20 for each amendment to a debtor's schedules of creditors or list of creditors. The Fee is Assessed Per Filing: If an amendment contains more than one change to the list of creditors, the clerk may charge only one \$20 fee.
- e. Amendment to the Mailing Matrix or List of Creditors. If an amendment contains additional creditors, the debtor must submit an amended mailing matrix listing only the additional creditors being added. (Addresses for the debtor and the attorney for the debtor ARE NOT TO BE LISTED as of May 1, 1992). Follow the current mailing matrix requirements -- Creditors' listed in ALL CAPS, centered, no punctuation, two-three blank lines between creditors, and in a recommended font (**Arial 14 point** is the preferred).
- f. Notice. Pursuant to Bankruptcy Rule 1009, the debtor(s) must serve notice of any amendment on the trustee and on any entity affected, and file a certificate of service.

COPY REQUIREMENTS FOR AMENDMENTS

Chapter 7 requires Original and three copies for the Court.
Chapter 11 requires Original and six copies for the Court.
Chapter 12 requires Original and five copies for the Court.
Chapter 13 requires Original and five copies for the Court.

Thus, if you require a file stamped copy in return, please add one copy (or more if preferred) to the list above, along with a Self-Addressed Stamped Envelope, if you are mailing in documents.
See the attached documents for an example of the preparation of an amendment.

UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF OKLAHOMA

In Re: Michael A. Smith

Case No. 99-12345-WV

AMENDMENT TO SCHEDULES A & D

Schedule A -- Amended to include real property and legal description

Schedule D -- Amended to include new creditors

Amended Mailing Matrix -- Adding new creditors

John Q. Public, OBA #12345
123 Main Street
Anywhere, OK 09876
(405) 555-1212

UNSWORN DECLARATION UNDER PENALTY OF PERJURY OF INDIVIDUAL

I, Michael A. Smith, debtor, certify under the penalty of perjury that I have read the foregoing amended Schedule A (Real Property), Schedule D (Secured Creditors), and amended mailing matrix and find them true and correct to the best of my knowledge, information, and belief.

Executed on Current Date.

Michael A. Smith, Debtor

CERTIFICATE OF SERVICE

I, John Q. Public, certify that on the ____ day of _____, 1999, a true and exact copy of the amendment was mailed to:

LIST ALL PARTIES AND THEIR ADDRESSES THAT ARE REQUIRED TO BE NOTICED.

John Q. Public, OBA #12345
123 Main Street
Anywhere, OK 09876
(405) 555-1212

UNITED STATES BANKRUPTCY COURT
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In Re: Michael A. Smith

Case No. 99-12345-WV

VERIFICATION TO THE AMENDED MATRIX

The above named debtor(s) hereby verify that the list of creditors is true and correct to the best of our knowledge.

Date: Current Date

Debtor

Joint Debtor, if applicable

BOATMEN'S BANK
PO BOX 12345
OKLAHOMA CITY OK 73102

RESURRECTION MEMORIAL CEMETERY
1234 MAIN STREET
OKLAHOMA CITY OK 73160